

Appointment Letter

Dated, 8.12.2022

Dear Ahsan Amin,

We are pleased to inform you that you passed your interview and we are hereby offering you employment on a contract basis for the position of **Full stack developer** at **Headless Technologies Limited**. The terms and conditions of your employment are as follows:

1. Day of Commencement

You are expected to report to your duties as of **December 11, 2022**. Your employment will be probationary for 3 months and will be permanent after this period.

2. Reporting

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interests.

3. Allocated Place of Work

You will be based at the company's office in Zigatola.

4. Roles and Responsibilities

Your roles and responsibilities will be assigned by your Project Manager and you will be obliged to fulfill the tasks as per requirement. Your signature at the end of this document will imply that you fully agree with all the terms and conditions laid out in this contract.

5. Working Hours

Your working hours shall be from **10:00 A.M to 07:00 P.M (Sunday-Thursday)**. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

6. Monthly Salary

You are entitled to a monthly compensation amounting to **20,000 (Twenty Thousand Only)** BDT for the probation period and being permanent after 3 months your monthly salary will be **25,000 (Twenty Five)** BDT which will be subject to all statutory and company deductions with regards to the law. Your salary will be reviewed yearly based on your performance.

7. Leave

7.1 Casual Leave

You will be entitled to 10 working days of leave at full pay every year. However, the leave days should only be taken at a time most suitable for both you and your employer.

7.2 Sick Leave

You are entitled to up to (10) working days of sick leave at full pay per year.

8. Termination

This contract can be terminated:

By either party giving a prior 30 working days written notice failure to which compensation equivalent to a month's salary will be awarded.

Or, By the Employer on the grounds of indiscipline or under-performance with proper proof documents

Or, By the Employer on account of redundancy/retrenchment as per the law.

9. Copyrights and Ownership

You shall not work with any other company either full-time or part-time in a capacity that would create a conflict of interest with the company.

10. Amendment and Enforcement

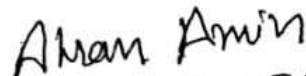
Any alterations or amendments to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

So, Your Appointment is confirmed by Headless Technologies Limited and signed by,

Please sign here upon your agreement


08.12.2022
Golam Sakline Ratul
Chairman
Headless Technologies Limited

Golam Sakline Ratul
Chairman
Headless Technologies Limited


11-12-2022

Ahsan Amin
House no 5/A, Shekher Tek, Road no 1,
Mohammadpur, Dhaka